

966th Board of Directors Meeting, September 28, 2023

1. The meeting was called to order by President Gina Kline at 19:06. A quorum was achieved. Those present: Brian Baldwin, Nancy Crozier, Jamie DiPace, Stephen Gwizdak, Gina Kline, Tom Post, Kristen Shaw, David Theriault. Those absent: Jeff Borges, and James Speich. Chief Bruce Appell arrived late.

2. Pledge of Allegiance:
Recited.

3. Minutes from Preceding Meetings: August 31, 2023:
Motion made to approve minutes with a change to include the updated meeting schedule by Committee Executive Jamie DiPace; seconded by Treasurer Kristen Shaw; all in favor and motion passed.

4. Communication from Audience - Items not on this Agenda:
None.

5. Communication from Board Members:
Board Member Tom Post discussed the Explorer group events and their upcoming schedule. Kristen Shaw stated that Regular Members indicated that they would like to be thanked for extra efforts above their duties at meetings. Members inquired about the Board resuming suggestion box collections. Jamie DiPace spoke discussed the meetings and legislative efforts of the Joint Council of the CT State Fire Service regarding fire service-related illness/cancer claims; the Town's insurance carrier should be approached and the Town should adopt an ordinance on permanent tax abatement for affected families. The subject of Retiree Member contact information and Retiree Member access to Department information was discussed; the topic will be placed on a future Board agenda when Assistant Chief Tom Kline can be present. The topic of the member flu clinic arose and family participation eligibility; Gina Kline will speak with Chief Bruce Appell. Gina Kline stated the EMS and Fire Pro Expo and Conference would be held October 25 and 28, 2023; she will send a link to the Board for Board Members to contact her if interested in attending. Motion made to expand the October flu vaccination clinic to include members' family members by Tom Post; seconded by Jamie DiPace; all in favor and motion passed.

6. Treasurer's Report – 23/24 August Year-to-Date:
Assistant Treasurer Stephen Gwizdak gave an update on the Department's finances for the first two months of the current fiscal year. Gina Kline stated that the next Treasurer's Report will change to include a high level memo, and reports on YTD and the most recent month to provide an all-inclusive picture of Department finances. These reports will highlight high figure anomalies for further review. There will be a section for unclassified profit-and-loss that will include monies related only to the Town of Avon annual grant.

7. Town Rep's Report – Building Committee Updates:
Gina Kline gave an update on the Building Committee. Architect interviews will occur on October 11, 2023, and October 12, 2023. Neighborhood meetings will occur on October 24, 2023, and October 26, 2023.

8. Old Business:
23-11 Fundraising Letter:
Gina Kline stated that the letters will be mailed by October 13, 2023.

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23-20 Safety Committee – Status Update:

The Chief will look for representation from each company for an internal committee. Upon Board consensus, Gina Kline will speak with the Chief to start a Department committee rather than having member representatives join the Town committee.

23-22 AVFD Tax Status Change Exploration – Status Update:

Stephen Gwizdak indicated that the process is ongoing.

23-29 Fire Chief Performance Appraisal – Status Update:

Jamie DiPace asked the Board to review the Chief job description to see if existing items need further review prior to the next Board meeting; send comments to Jamie DiPace.

9. New Business:

23-43 Capital Improvement:

Gina Kline stated the estimated monies that will be spent on repairs and maintenance of existing trucks, the payment plan for a new truck, and a new generator. Tom Post indicated there are no fire prevention/suppression systems at the Company 2 station and these should be included in the capital budget. Gina Kline stated that forms for the proposed capital budget FY 24/25 need to be submitted by November 3, 2023. The Board will need to meet prior to this date to approve the capital budget submitted to the Town. Jamie DiPace stated that the Department can ask for a deadline extension from the Town. Gina Kline will speak with Assistant Chief Speich to request an extension.

23-44 Review of By-Laws:

By-laws Article III was reviewed due to current misalignment with existing AOGs. The By-laws need to align with the terms for Corporation Board executives, now elected annually for one-year terms; however, Board Member terms remain three-year terms. Gina Kline stated that changes to the By-laws will need to be voted upon. She will add clarification to the proposed changes: that following the Annual Meeting a special Board meeting will take place for the Board to elect its internal roster; that the Corporation Executive offices will take effect on January 1st of the following year; and specifics of the voting capacity of new Board Members effective January 1st. These proposed By-laws changes will be presented at the October Corporation Meeting. By-laws Article V proposed changes include updating the Retired Status to reflect the recently accepted retirement definitions.

Motion made to add the Firefighter Memorial Dinner to New Business by Jamie DiPace; seconded by Nancy Crozier; all in favor and motion passed.

Motion made to appropriate \$500.00 from the fundraising account to purchase one table of 10 tickets for the Firefighter Memorial Dinner on November 1, 2023, by Tom Post; seconded by Kristen Shaw; all in favor and motion passed.

10. Chief's Report:

Gina Kline reported earlier in the meeting.

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11. Meeting Schedule:

a. Corporation Meeting – Monday, October 16th at 7:00 p.m.

b. Board Meeting – Thursday, October 26th or November 9th at 7:00 p.m.:

The Board meeting will meet on October 26, 2023, as scheduled. Vice President Nancy Crozier will run this meeting in the President's absence.

12. Adjourn

Motion made to adjourn by Brian Baldwin; seconded by Nancy Crozier; all in favor and motion passed. Adjournment at 20:40.

Susan Guimaraes

Administrative Coordinator